

Chapter 14. Foreign Travel/Passport

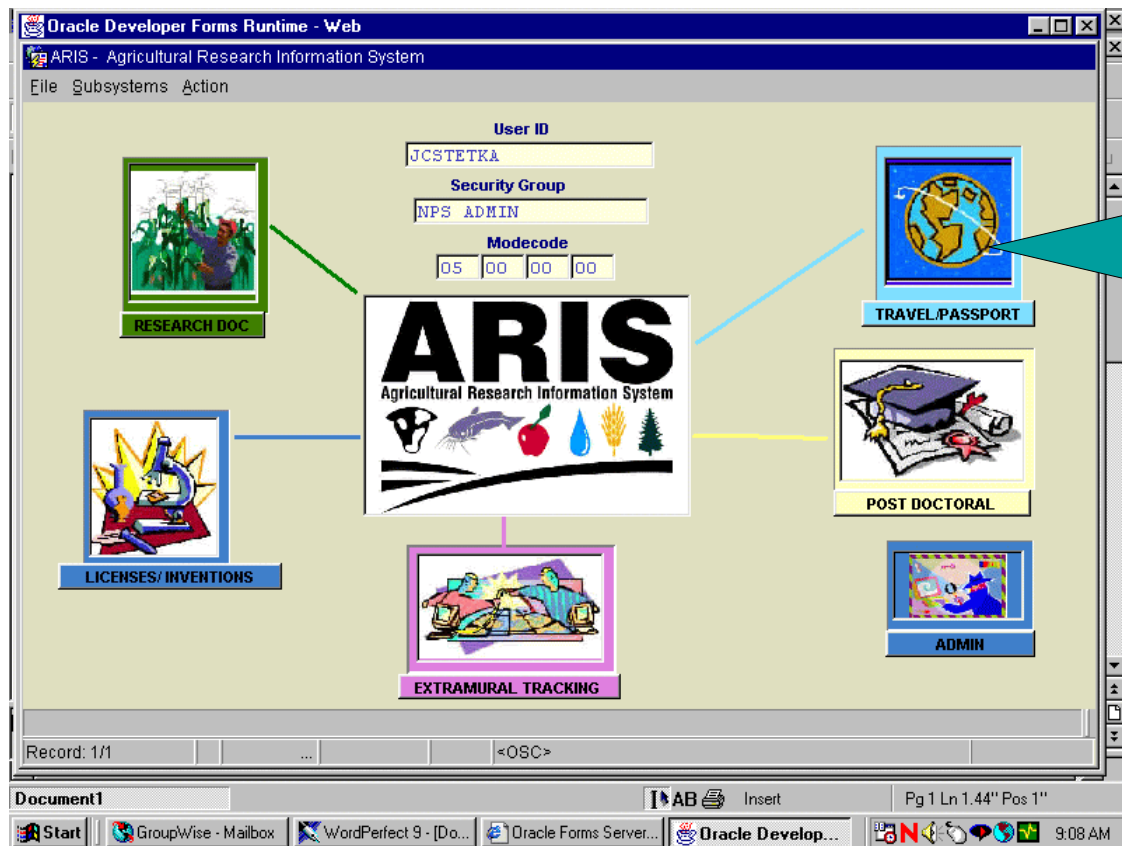
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Chapter 14. Foreign Travel/Passports

The Travel/Passport System contains information regarding foreign travel to attend international meetings, work-related foreign travel and passport tracking.

All nominations for ARS employees to attend international meetings and all work-related ARS foreign travel must be entered into the Foreign Travel System for review and approval. The system is also used as a planning and management tool.

In order to enter the Travel System, from the ARIS main menu, click on the Travel/Passport icon (fig. 1).



(Fig. 1)

Entering a New Trip

From the ARIS main menu, click on the Travel/Passport icon, and the Travel/Passport main screen will be displayed (fig. 2)



(Fig. 2)

From this screen, click on “Work” and “ETIS Records” from the toolbar and the Work File List screen will be displayed (fig. 3). If there are any records currently in your work file, they will be displayed here.

In order to enter a new trip, click on the “Add Trip” button at the bottom of the screen and a blank Travel Information screen will be displayed (fig. 4).

(Fig. 3)

Oracle Developer Forms Runtime - Web

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Reports Prints Help

ARIS

Foreign Travel Records

Traveler Begin Date End Date Travel Year

List Travel Info Trip Legs

*Traveler's Name (Last,First,Mi,Suffix) ? *Travel Year

*Title *Phone

*Duty Station

*Modecode ? *Project No ?

*Accounting Code Location Priority Area Priority

Passport No. ?

Comments

Record: 1/1 ... <OSC>

chapt14.wpd

AB Insert Pg 3 Ln 7.09" Pos 4.44"

Start GroupWise - Mailbox WordPerfect 9 - [H:\... Oracle Forms Server... Oracle Develop... 9:42 AM

Oracle Developer Forms Runtime - Web

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Reports Prints Help

ARIS Foreign Travel Records

Traveler BENNETT ALLEN R Begin Date End Date Travel Year 2001

List Travel Info Trip Legs

*Traveler's Name (Last,First,MI,Suffix)

*Title

*Duty Station BEL

*Modecode 05

*Accounting Code 000

Passport No. 801

Comments

Personnel Reference

Find %

Last Name	First	MI	Suffix
ADAMS	LARRY	D	
AMERMAN	CARROLL	R	
BENNETT	ALLEN	R	
BLOCKER	BRENDA	H	
BOOKER	MARSHA	L	
BRANN	SHARON		
BRETTON	PETER	K	

OK Cancel Find

*Travel Year 2001

8888 001 00 D ?

Area Priority 0000

Choices in list: 85

Record: 1/1

chapt14.wpd (119,5)

GroupWise - Mailbox WordPerfect 9 - [H:\...] Oracle Forms Server... Oracle Develop...

Pg 4 Ln 7.29" Pos 1"

9:47 AM

Remember to add any comments that would be pertinent to the trip and/or helpful for the approving officials. (The more information the better).

When all data entry is complete, click in the Trip Legs tab and the Trip Leg List screen will be displayed (fig. 6).

In order to add a leg, click on the “Add Leg” button at the bottom of the screen and a Leg screen will be displayed (fig. 7). **NOTE:** You do not enter information in the list screen below. The system will automatically add this information after you enter the actual Leg information.

The screenshot shows the 'Foreign Travel Records' screen in the ARIS system. At the top, there's a header with the ARIS logo and the title 'Foreign Travel Records'. Below this, there are fields for 'Traveler' (BENNETT), 'ALLEN', 'R', 'Begin Date', 'End Date', and 'Travel Year' (2001). A tabbed interface at the bottom shows 'List', 'Travel Info', 'Trip Legs', and 'Signatures'. The 'List' tab is active, displaying a table with columns: 'Leg Code', 'Begin Date', 'End Date', 'Country', and 'Primary Leg'. The table is currently empty. Below the table are buttons for 'Details', 'Add Leg', and 'Delete Leg'. At the bottom of the window, there's a status bar showing 'Record: 1/1' and a taskbar with various applications like WordPerfect, Oracle Forms, and Microsoft Excel.

(Fig. 6)

The screenshot shows the 'Trip Leg Details' screen in the ARIS system. It's a form for entering detailed information about a travel leg. Fields include: 'Leg Code', 'Travel Year' (2001), 'Primary Purpose' (No), 'City', 'Country', 'Begin Date', 'End Date', 'Duration' (days), 'Purpose', 'Fund Source', 'Purpose Narrative', 'Est. Agy Cost', 'International Meeting' (with sub-fields for 'Intl Meeting No', 'Title', 'Begin Date', 'End Date'), 'Contrib Organ', 'Organization Type', 'Funds Contributed', 'Est. Leg Cost', and 'Action Type'. There are 'Save' and 'Cancel' buttons at the bottom. The status bar at the bottom shows 'Record: 1/1' and a taskbar with various applications.

(Fig. 7)

Enter all the information on the Trip Leg Details screen. (See Helpful Information for descriptions/instructions for each field).

If there is a “?” next to the field, you must use the List of Values (LOV) to choose the data. Once in the LOV, highlight the correct option, and then click on OK.

Any field with a “*” next to it is a required field. Data must be entered before moving to other screens.

Once all data is entered in the Leg Details screen, click on the “Save” button at the bottom of the screen (fig. 8) and you will be brought back to the Trip Leg List screen. The Leg will now be listed on this screen (fig. 9).

Oracle Developer Forms Runtime - Web
Agricultural Research Information System (ARIS) - Work
File Edit Action Record Reports Prints Help
ARIS Travel
List Travel
Leg Code
Trip Leg Details
Leg Code A Travel Year 2001 *Primary Purpose Yes *City buenos aires Travel Year 2001
*Country ARGENTINA
*Begin Date 03/31/2002 *End Date 04/10/2002 Duration 0011 days
Purpose
*Purpose Support ARS Research Program
*Fund Source ARS Appropriated Funds
*Purpose Narrative presenting paper at international meeting.
Est. Agcy Cost \$1,000
International Meeting
Intl Meeting No
Title
Begin Date End Date
Contrib Organ
Organization Type
Funds Contributed \$0 Est. Leg Cost \$1,000 Action Type A
Save Cancel
Record: 1/1 <OSC>
Applet started. Internet
Start GroupWise - M... WordPerfect 9... Microsoft Excel Oracle Forms ... Oracle Dev... 1:26 PM

(Fig. 8)

If Legs are incorrectly entered, highlight the incorrect leg and click on the “Delete Leg” and the leg will be deleted. If items within the Leg need to be modified, highlight the leg on the List screen and then click on the “Details” button. The Leg screen will be displayed. Modify as necessary and then click on “Save.”

[illegible]

Entry of the Trip is now complete.

Printing

In order to print the Foreign Travel, highlight the trip to be printed. Click on “Prints” from the toolbar and then “FTIS.” Adobe Acrobat will automatically display the file. Click on the Printer icon to print.

Approving Foreign Travel

To approve a Foreign trip, highlight the trip to be approved on the List screen and click on the Signatures tab. The Approval screen will be displayed (fig. 10).

For RL and CD/LD/DAD signature, enter the last name, first name, and middle initial. Then add the date and click on the approved or disapproved box.

For Area signatures, enter the appropriate signature code, date, and click on approved or disapproved. A password is required for Area Director signatures.

(**NOTE:** Follow your Area process for approval of foreign travel).

Oracle Developer Forms Runtime - Web
Agricultural Research Information System (ARIS) - Work
File Edit Action Record Reports Prints Help
ARIS Foreign Travel Records
Traveler BENNETT ALLEN R Begin Date 03/31/2002 End Date 04/10/2002 Travel Year 2001
List Travel Info Trip Legs Signatures
Name (Last, First, MI, Suffix) Date Approve Disapprove
Research Leader
CD/LD/DAD
Area Director
Headquarters
NPL1
NPL2
NPL3
NPS DA
Administrator
Clear Signature
Record: 1/1 <OSC>
chapt14.wpd Pg 7 Ln 6.9" Pos 1"
Start GroupWise - M... WordPerfect 9... Microsoft Excel Oracle Forms... Oracle Dev... 1:29 PM

(Fig. 10)

Modification of Work Trip/Leg Data

From the Foreign Travel Work List Screen, highlight the trip to be modified.

If general information needs to be modified, such as travel year, accounting code, or comments, click on the Travel Info tab and the Travel Info screen will be displayed. Make any modifications necessary and then click on the List tab to return to the List screen.

The system will prompt you to save changes (fig. 1). Click on OK and your changes will be saved.

The screenshot shows the 'Foreign Travel Records' form in the Oracle Developer Forms Runtime - Web environment. The form is titled 'Foreign Travel Records' and has tabs for 'List', 'Travel Info', 'Trip Legs', and 'Signatures'. The 'Travel Info' tab is active. The form contains the following fields and values:

- Traveler: BENNETT ALLEN R
- Begin Date: 04/30/2002
- End Date: 05/25/2002
- Travel Year: 2002
- Title: Research Leader
- Duty Station: BELTSVILLE, MD
- Modecode: 05 20 00 00
- Accounting Code: 201 0501 001
- Total ARS Cost: 1,000
- Total Contrib Cost: 0
- Total Cost: \$1,000
- Passport No.: 801210618
- Comments: Trip to Argentina. sss

A 'Forms' dialog box is open in the center of the screen, asking 'Save changes?' with 'OK' and 'Cancel' buttons.

(Fig. 1)

If modifications are necessary for Legs, from the List screen highlight the trip to be modified and click on the Trip Legs tab and the Trip Legs List screen will be displayed. Highlight the Leg to be modified and click on the Details button.

Make the necessary modifications and then click on the Save button. The system will save the changes and bring you back to the Leg List screen.

Once all necessary modifications are made, follow your Area process for approval.

Modification of Active Trip/Leg Data

In order to Modify an Active Trip (a trip previously approved), a work record must be created.

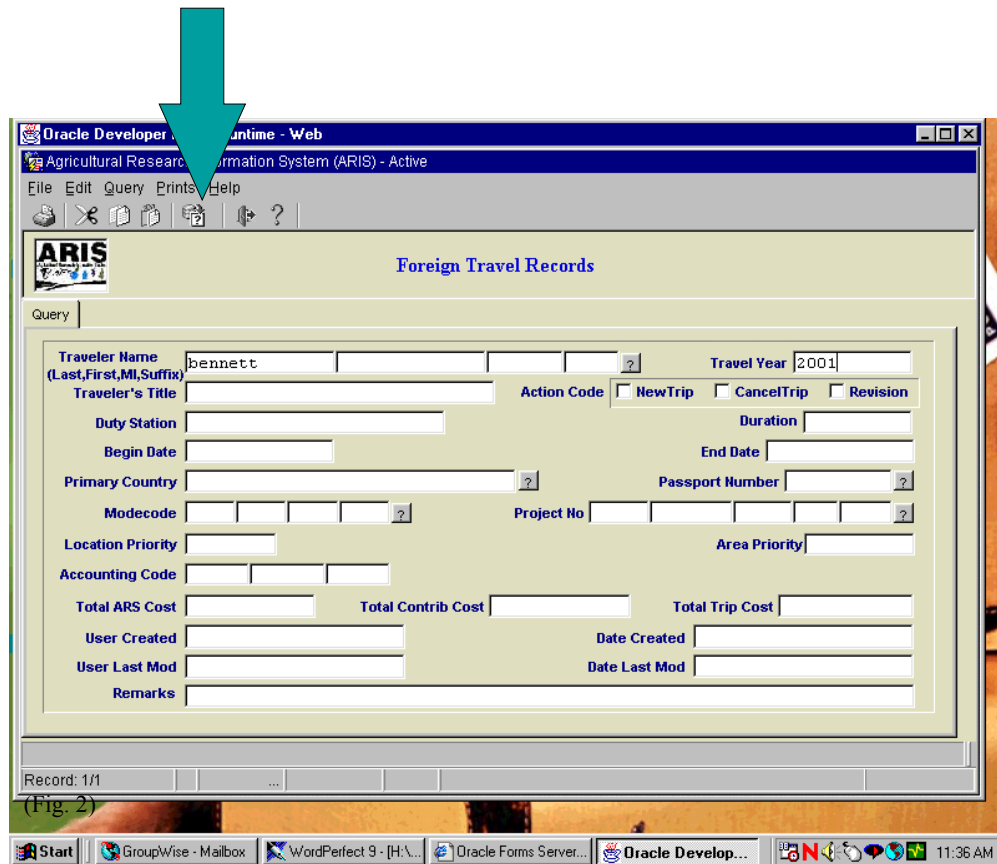
(NOTE: A trip cannot be modified once it is past the start date of the trip).

In order to create a work record, from the Travel/Passport Main screen, click on “Active” and “FTIS Records” (fig. 1) and a Query screen will be displayed (fig. 2).



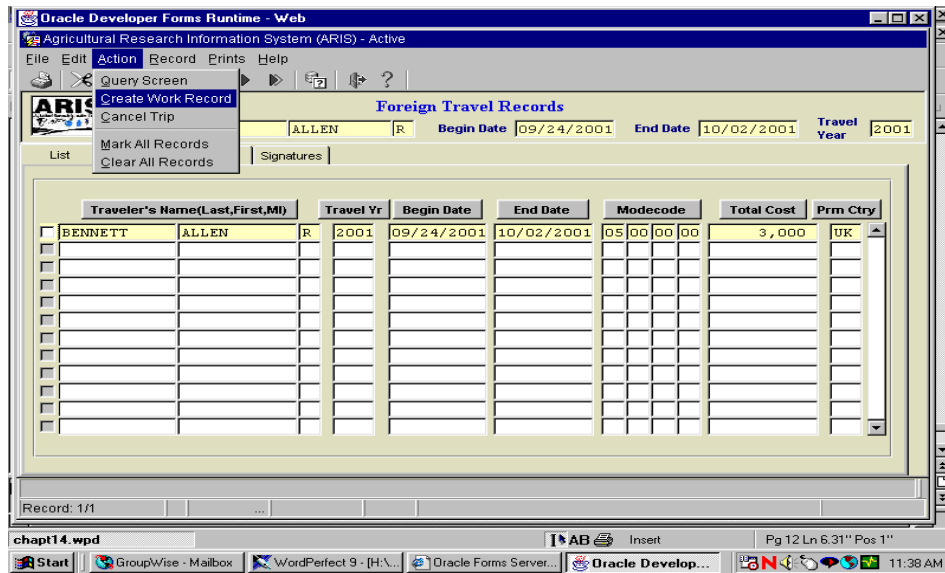
Enter the information on the query screen to obtain the trip that needs modification (fig. 2). Once all data is entered, click on the Execute Query icon and a listing will be displayed with all

the trips that meet the search criteria (fig. 3)



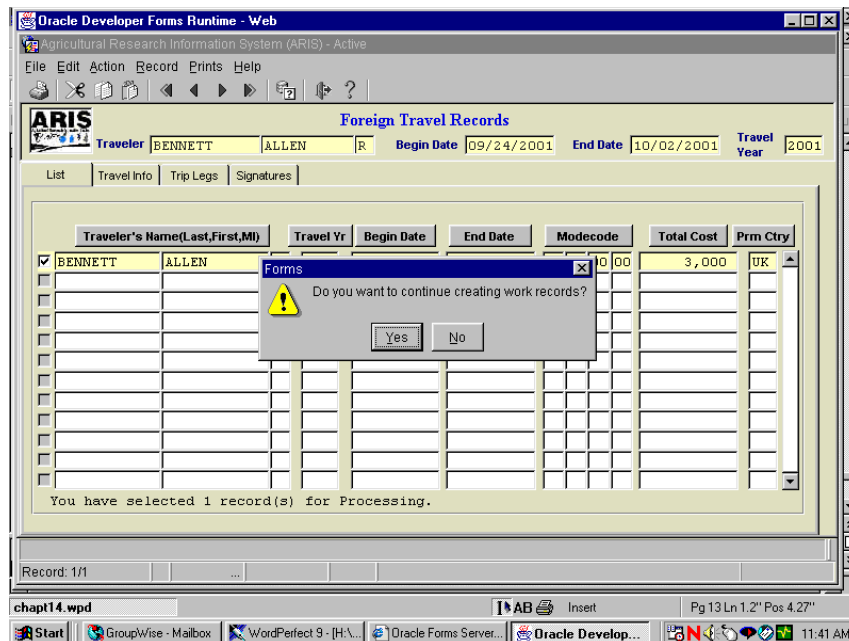
The screenshot shows the Oracle Developer Web interface for the Agricultural Research Information System (ARIS). The main window is titled 'Foreign Travel Records'. A large blue arrow points to the 'Traveler Name' field, which contains the text 'bennett'. The form includes various input fields for travel details, including 'Travel Year' (2001), 'Duty Station', 'Begin Date', 'End Date', 'Primary Country', 'Passport Number', 'Modecode', 'Project No', 'Area Priority', 'Accounting Code', 'Total ARS Cost', 'Total Contrib Cost', 'Total Trip Cost', 'User Created', 'Date Created', 'User Last Mod', 'Date Last Mod', and 'Remarks'. The 'Action Code' section has three checkboxes: 'NewTrip', 'CancelTrip', and 'Revision'. The 'Record: 1/1' status is displayed at the bottom left of the form area. The taskbar at the bottom shows the Start button and several open applications: GroupWise - Mailbox, WordPerfect 9 - [H.\..., Oracle Forms Server..., and Oracle Develop... The system clock shows 11:36 AM.

Once the listing is displayed, mark the trip to be modified and then click on “Action” and “Create Work Record” from the toolbar (fig. 3).



(Fig. 3)

The system will prompt you to make sure you want to create the work record “Do you want to continue creating work records?” (fig. 4). Click on “Yes” and the system will display “Marked Record Processing is Complete.”



(Fig. 4)

Once the Work record is created, exit out of Active and go to the Work File and follow the Modify Work Trip/Leg Data instructions.

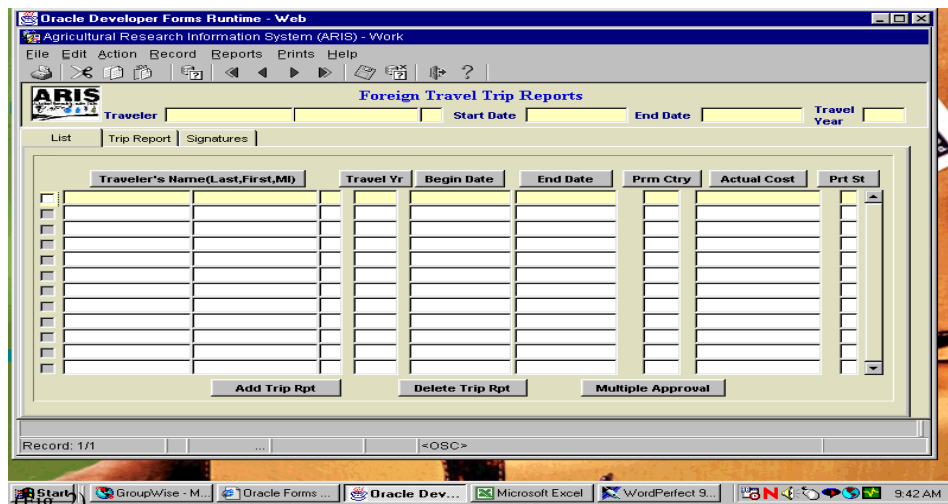
Trip Reports

In order to add a Trip Report, from the Travel/Passport main screen, click on “Work” and “Trip Report” from the toolbar (fig. 1).



(Fig. 1)

The Foreign Travel Trip Reports List screen will be displayed. To add a Trip Report, click on the Add Trip Rpt button at the bottom of the screen (fig. 2).



(Fig. 2)

A listing of Active trips will be displayed (fig. 3). Scroll down the listing or search for the appropriate trip/traveler. Once the trip is found, highlight it and click on OK.

Oracle Developer Forms Runtime - Web

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Reports Prints Help

ARIS Foreign Travel Trip Reports

Traveler Start Date End Date Travel Year

List Trip Report Signatures

Choose from Active Trips

Find: %bennett

Last Name	First	MI	Travel Begin Date	Travel End Date	Primary Country
BENNETT	ALLEN	R	05/15/1992	07/15/1992	FRANCE
BENNETT	ALLEN	R	09/24/2001	10/02/2001	UNITED KINGDOM
BENNETT	ALLEN	R	05/08/1991	06/16/1991	RUSSIA
BENNETT	ALLEN	R	07/16/1998	08/17/1998	RUSSIA
BENNETT	GARY	L	09/11/1992	09/18/1992	SPAIN
BENNETT	GARY	L	01/07/1998	01/18/1998	AUSTRALIA

OK Cancel Find

Actual Cost

Choices in list: 10 (Choices in full list: 16805)

Record: 1/1 <OSC>

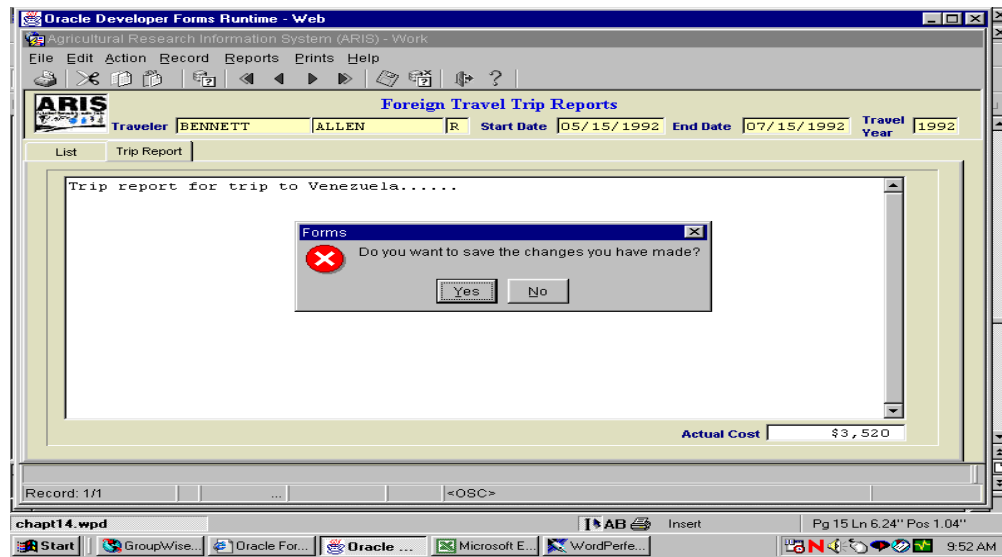
chapt14.wpd TAB Insert Pg 15 Ln 1.59" Pos 1"

Start GroupWise - M... Oracle Forms ... Oracle Dev... Microsoft Excel WordPerfect 9... 9:47 AM

(Fig. 3)

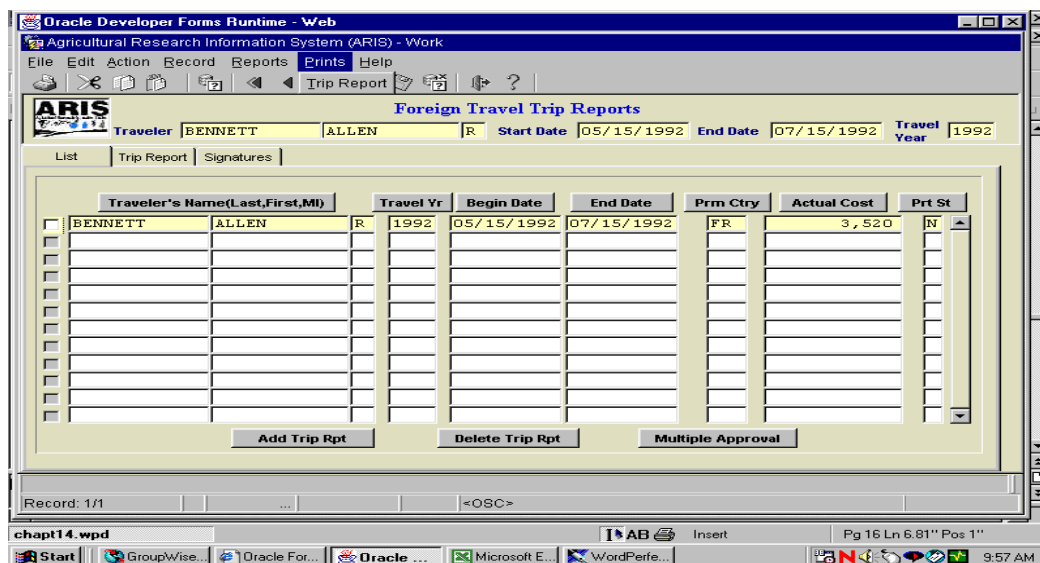
A Trip Report screen will be displayed (fig. 4). Enter the trip report by directly typing in the space provided or copying/pasting into the space. In addition, the Actual Cost of the trip should be entered.

Once all data is entered, click on the List tab, and the system will prompt you to save (fig. 4). Click on Yes and you will be brought back to the Trip Report List screen. The Trip Report will now show here.



(Fig. 4)

In order to print the Trip Report, click on “Prints” and “Trip Report” from the toolbar (fig. 5). Adobe Acrobat will automatically display the Trip Report. To print, click on the Printer icon.



(Fig. 5)

Passport Tracking

Once a trip has been approved in the Foreign Travel system, the Passport Tracking system will be used to monitor the flow of paperwork required to process requests for official passports, visas, and country clearances.

All users of the Foreign Travel system are able to view the information in the Passport Tracking System to check the status of their passports and clearances.

From the Travel/Passports main screen, click on “Work” and “Passport Tracking” (fig. 1) or “Status” and “Passport Tracking” and the Passport Tracking List screen will be displayed (fig. 2).



(Fig. 1)

NOTE: In Work or Status, Passport tracking is viewed the same way.

Only Area level personnel can enter or modify information in the Passport system.

Viewing in the *Active* file is done in the same manner. However, the information obtained is for past releases/trips.

Oracle Developer Forms Runtime - Web

Agricultural Research Information System (ARIS) - Status

File Edit Action Record Prints Help

ARIS

Passport Tracking Records

Traveler's Name (Last,First,MI) ADAMS JAMES R Begin Date 09/01/2001 City VLADIVOSTOK

List Passport Info

Traveler's Name(Last, First,MI)	Begin Date	Leg	Year	City	Ctry	Submission Level
ADAMS JAMES R	09/01/2001	A	2001	VLADIVOSTOK	UR	Area Level
ADAMSEN FLOYD J	09/13/1997	A	1997	SALTILLO	MX	FMD Level
ADKINS SCOTT T	03/09/2002	A	2002	BANGKOK	TH	Area Level
AKER SCOTT M	07/01/1999	A	1999	VANCOUVER	CA	FMD Level
AKEY DAVID H	06/10/1997	A	1997	DELICIAS	MX	FMD Level
ALBERT LAWRENCE R	10/14/1994	A	1994	AIX EN PROVENCE	FR	FMD Level
ALEXANDER MICHAEL D	07/11/2002	A	2002	ST. PETERSBURG	UR	Area Level
ALLAN ROBERT E	11/14/1993	A	1993	EL BATAN	MX	FMD Level
ALLAN ROBERT E	08/02/1998	A	1998	SASKATOON	CA	FMD Level
ALONSO CARLOS V	09/16/2002	A	2002	WARSAW	PL	Area Level
ALTENBACH SUSAN B	07/10/1993	A	1993	GUELPH	CA	FMD Level
ALVA ASHOK K	11/30/2001	A	2001	NEW DELHI	IN	Area Level

Record: 10/? <OSC>

chapt14.wpd Pg 17 Ln 8.13" Pos 1"

Start GroupWise... Oracle For... Oracle ... Microsoft E... WordPerfe...

(Fig. 2)

To find a particular traveler or passport record, click on the Query icon and a query screen will be displayed (fig. 3). Enter the search criteria and click on Execute. The system will display all records that meet the criteria (fig. 4).

Oracle Developer Forms Runtime - Web

Agricultural Research Information System (ARIS) - Status

File Edit Query Prints Help

ARIS

Passport Tracking Records

Query

Traveler's Name (Last,First,MI) Bennett Travel Year 2002

Leg Code Begin Date End Date

City Country

Modecode Duty Station

Action Required Passport No Exp Date

DSP-11 DSP-82

Area AD 121 Date HQ AD 121 Date Rec

AD 121 Date Forw FAS AD 750 Date Area Rec

AD 750 Date Forw FAS FASTO Notif Date Rec

State Post Clear Date Act Compl Release Date

User Created Date Created

User Last Mod Date Last Mod

Comments

Record: 1/1 <OSC>

chapt14.wpd Pg 18 Ln 6.7" Pos 1"

Start GroupWise... Oracle For... Oracle ... Microsoft E... WordPerfe...

(Fig. 3)

[illegible]

To view the detailed information, click on the Passport Info tab and the Passport Tracking record will be displayed (fig. 5).

The screenshot shows the 'Oracle Developer Forms Runtime - Web' window with the title 'Agricultural Research Information System (ARIS) - Status'. The main form is titled 'Passport Tracking Records' and includes the following fields and sections:

- Header Section:**
 - ARIS Logo
 - Traveler's Name (Last,First,Mi): BENNETT SEAN J
 - Begin Date: 05/28/2002
 - City: VANCOUVER
- Navigation:** List, Passport Info
- Form Fields:**
 - *Traveler's Name (Last,First,Mi): BENNETT SEAN J
 - *Leg Code: A
 - *Begin Date: 05/28/2002
 - *End Date: 05/31/2002
 - *City: VANCOUVER
 - *Country: CANADA
 - Modecode: 64 08 05 10
 - Duty Station: OXFORD, MS
 - *Action Required: Issuance
 - If "R" - Passport No: 000000000
 - Exp Date: [Empty]
 - If "T" - DSP-11: Yes
 - OR DSP-82: [Empty]
- Tracking Status:**
 - Area Office sends AD-121 to HQ: [Empty]
 - HQ receives AD-121: [Empty]
 - AD-121 forwarded to FAS: [Empty]
 - AD-750 received from Area: [Empty]
 - AD-750 forwarded to FAS: [Empty]
 - FASTO Notification received: [Empty]
 - State/Post State Recvd Date: [Empty]
 - Action completed & released to traveler: [Empty]
- Comments:** [Empty text area with scrollbars]
- Footer:** Record: 1/1, <OSC>

The taskbar at the bottom shows the following applications: Start, GroupWise, Oracle Forms, Oracle, Microsoft Excel, WordPerfect, and a system tray with icons for network, volume, and clock (10:24 AM).

NOTE: Only Area level personnel have access to add/modify information in the Passport Tracking System. All others only have access to view the information.

Reference Tables

Two Reference tables are available for use in the Foreign Travel system -- the Country Table and the International Meeting Table.

To view the International Meeting Reference table, from the Travel/Passport main screen, click on “Reference Tables” and then “International Meeting Table” (fig. 1).



(Fig. 1)

The International Meeting table will be displayed (fig. 2). To search for a specific meeting, country or year, click on the Query icon and a Query screen will be displayed (fig. 3).

Oracle Developer Forms Runtime - Web
Agricultural Research Information System (ARIS)

File Edit Action Record Help

ARIS Previous International Meeting Records

List Details

Year/Mtg No	Country/Meeting Name	Begin Date	End Date	Reqd App	No. Attnd
<input type="checkbox"/> 0 0000					0000
<input type="checkbox"/> 1991 0000				N	0171
<input type="checkbox"/> 1991 0001	GERMANY MYSTERIOUS SWINE DISEASE, INTERNATIONAL SYMPOSIUM	05/07/1991	05/07/1991	N	0002
<input type="checkbox"/> 1991 0002	FRANCE RIBOSOMES AND INFECTIONS	06/13/1991	06/14/1991	N	0000

Record: 1/?

chapt14.wpd Pg 16 Ln 7.72" Pos 1"

Start GroupW... WordPe... Oracle F... Oracl... Lightspe... RMIS Pr... 3:20 PM

(Fig. 2)

Oracle Developer Forms Runtime - Web
Agricultural Research Information System (ARIS)

File Edit Query Help

ARIS Execute International Meeting Records

Query

Meeting No Trip Year Status

Country

City

Meeting Name

Begin Meeting Date Ending Meeting Date

Number of Attendees

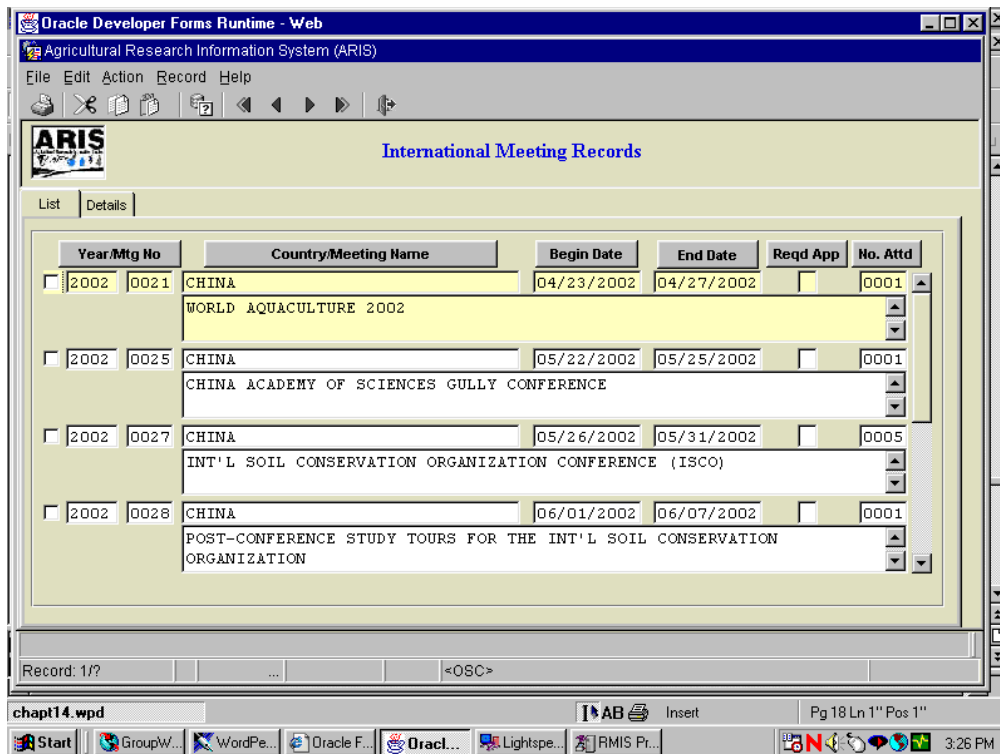
Should Trips having this Meeting be Approved by NPS

chapt14.wpd Pg 17 Ln 8.87" Pos 1.08"

Start GroupW... WordPe... Oracle F... Oracl... Lightspe... RMIS Pr... 3:24 PM

(Fig. 3)

(Example: Searching for all International meetings in China in Travel Year 2002)

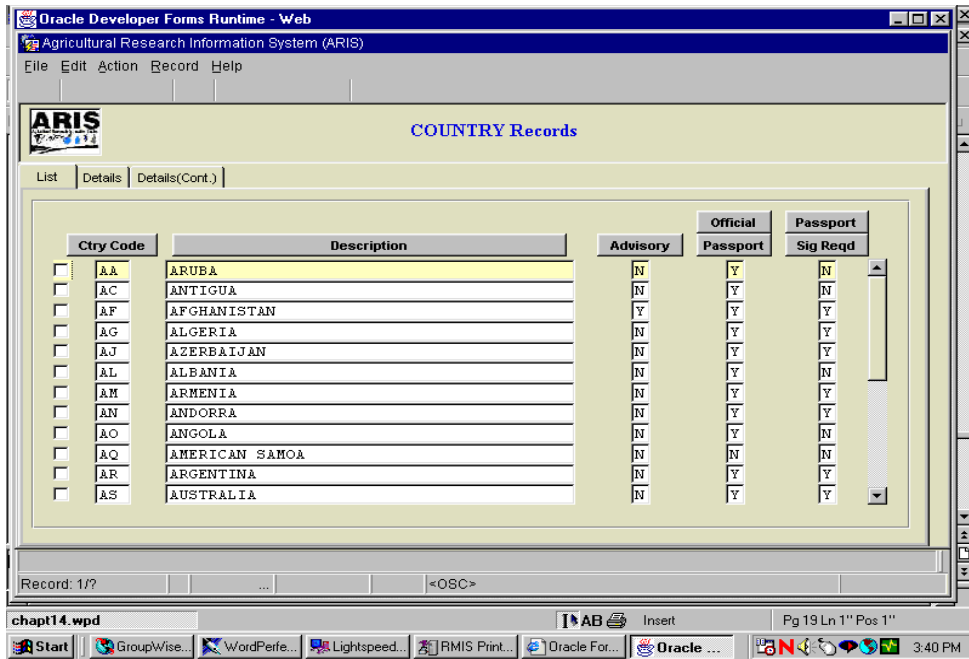


(Fig. 4)

In order to view individual meeting information, highlight the meeting from the listing you wish to view and click on the Details tab and the individual meeting record will be displayed.

Country Table

To view the Country table, from the Travel/Passport main menu, click on “Reference Tables” and “Country Table” from the toolbar. The Country table will be displayed (fig. 5).



(Fig. 5)

In order to search for a specific country, click on the Query icon and a query screen will be displayed (fig. 6).

Oracle Developer Forms Runtime - Web
Agricultural Research Information System (ARIS)

File Edit Query Help

ARIS COUNTRY Records

Query

Country >0 china Advisory

Official Passport

VISA INFORMATION

Required Transit Required Multiple Entries

Valid Application Passport Signed Number of Photos

Remarks

CORRESPONDENCE INFORMATION

State Dept. Clearance Form Invite Letter

MEDICAL INFORMATION

Innoculation Record Innoculation Statement

Remarks

Record: 1/1 <OSC>

chapt14.wpd I AB Insert Pg 19 Ln 5.52" Pos 1"

Start GroupWise... WordPerfe... Lightspeed... RMIS Print... Oracle For... Oracle ... 3:42 PM

(Fig. 6)

Once all search criteria are entered, click on the Execute query button and a listing will be

displayed based on the criteria entered (fig. 7).

Ctry Code	Description	Advisory	Official Passport	Passport Sig Reqd
CH	CHINA	N	Y	N

From the List screen, you can view the information for the country by clicking on the Details or Details (cont'd) tab and the country information will be displayed (fig. 8).

Country: CH CHINA Advisory: No

Official Passport: Yes - All PASSPORTS must be Signed

VISA INFORMATION

Required: Yes Transit Required: No Multiple Entries: No

Valid: 90 DAYS Application: FAS Passport Signed: No Number of Photos: 00

Remarks: "Original" invite letter required from The Ministry of Agriculture in China; a "fascimile letterhead" invite letter and a fax copy from the Ministry of Agriculture are also acceptable. Passports must

CORRESPONDENCE INFORMATION

State Dept. Clearance Form: Yes Invite Letter: Yes

MEDICAL INFORMATION

Innoculation Record: No Innoculation Statement: No

Remarks:

To print the screen, click on File and Print from the toolbar.

Reports

Not available at this time.

General Helpful Information

Field	Travel Information Input Requirements
Traveler's Name*	Must be chosen by using the List of Values (LOV).
Travel Year*	Enter the 4 digit FMD Travel Year (April 2002 thru March 2003 would be entered as 2002)
Title*	Enter the traveler's position title.
Mode Code*	Choose the traveler's mode code from the LOV. Once the mode code is chosen, the duty station will be filled in by the system based on the mode code.
Phone Number*	Enter the phone number, including area code of the traveler.
Location Priority	Enter a 4-digit Location designated priority number. The priority MUST be unique within the Travel Year and Location. Example, priority 1 would be entered 0001. This is only entered for International Meetings.
Area Priority	Enter a 4-digit Area designated priority number. The priority MUST be unique within the Travel Year and Area. Example, priority 1 would be entered as 0001. This is only entered for International Meetings.
Accounting Code	Enter the primary accounting code that will be paying ARS travel costs. Must be a 10-digit number.
ARS Project No.*	Enter the primary CRIS project. You must select the project from the LOV.
Comments	Enter desired information or information required by your Area and/or Location.
Field	Leg Input Requirements
Leg Code	Enter a single alpha code for each leg of the trip. Leg "A" must be the first stop on a trip and additional stops should be entered in alphabetical sequence.
Primary Purpose	If the current leg is the Primary Purpose of the trip, choose Yes. Only one leg of each trip can be designated as the primary purpose. All other legs, choose No.
City	Enter the name of the city being traveled to on this leg.
Country	Chose the country from the LOV.

Leg Begin Date*	Enter Date (mm/dd/yyyy)
Leg End Date*	Enter Date (mm/dd/yyyy)
Duration	Duration is system calculated.
Purpose *	Choose the purpose of travel from the LOV
Fund Source*	Choose the source of travel funds from the LOV.
Purpose Narrative*	Enter a narrative for the purpose of travel (ex. Traveling to the AOAC meeting in Germany to present paper entitled “Hog Cholera” by J. Stetka).
Estimated Agency Cost	Enter the estimated cost to ARS (in whole dollars) for this leg of the trip.
International Meeting	Choose the International Meeting Number from the LOV. The International Meeting number should only be entered if Purpose of Travel is Presenting Paper at International Meeting or Attending International Meeting. If purpose is anything other than these two codes, the system will not allow an International meeting number. The meeting must be in the Country designated on the Leg record. (Note: If an international meeting number has not yet been assigned, contact your ATA).
Contributing Organization	Enter the name of the Contributing Organization. Abbreviations may be used.
Organization Type	Choose from the LOV the Contributing Organization Type.
Funds Contributed	Enter the amount of funds contributed (in whole dollars) for this leg of the trip.
Est. Leg Cost	Generated by the system and cannot be modified.
Action Type	Select A or D to indicate if the leg is approved or disapproved.

Note: * indicates a required field.